

# MSU AUTOMOBILE ACCIDENT INSTRUCTIONS

## WHAT TO DO WHEN AN AUTO ACCIDENT OCCURS

1. **Remain at the scene.** Do not move the vehicle unless it presents a safety hazard to others.
2. **Report accident to appropriate authorities.** Report all accidents to the nearest police authority.
3. **Obtain the name and address of the driver(s) of the other vehicle(s) as well as the name and address of any injured person(s).**
4. **Obtain the license plate number and driver's license number for each vehicle involved.**
5. **Obtain the name, address, and phone number of each witness.**
6. **Discuss the accident with the police ONLY. DO NOT SIGN ANY PAPERS/DOCUMENTS.**
7. **Inform your supervisor as soon as possible that an accident has occurred.**
8. **Complete the Automobile Accident Form as soon as possible:**  
Visit <https://rmi.msu.edu/forms/index.html#AutoAccident> or scan the QR Code below:



9. **Report MSU employee injuries to the Workers Compensation Office at 517-353-4434.**
10. To arrange for vehicle repairs, contact the **MSU Service Garage at 517-355-1868.**
11. **THE FOLLOWING IS APPLICABLE ONLY TO THOSE VEHICLES THAT REQUIRE A COMMERCIAL DRIVER'S LICENSE:** As required by law, drivers holding a Commercial Driver's License involved in an accident while driving a commercial motor vehicle resulting in property damage, a fatality, or receiving a citation for a moving traffic violation should refer to the Post-Accident Testing Kit contained in the vehicle for further instructions.

[SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION]

## WHEN THE MSU VEHICLE IS NOT DRIVEABLE DUE TO AN ACCIDENT OR EMERGENCY:

### CONTACTS:

*Please have the vehicle # available when calling your appropriate contact. The vehicle # can be found on the front and back bumper of the vehicle. For trailers, it can be found on the back or the side of the trailer.*

### DURING STANDARD BUSINESS HOURS (M-F 8:00 a.m. – 4:30 p.m.):

Vehicle Type	Contact
MSU Motor Pool Vehicle	MSU Transportation Services: 517-353-5280 <i>or</i> MSU Service Garage: 517-355-1868
Department Owned Vehicle	Your Department Contact  <i>If unable to reach your department contact, call: MSU Transportation Services: 517-353-5280 MSU Service Garage: 517-355-1868</i>

### AFTER STANDARD BUSINESS HOURS (M-F after 4:30 p.m. & Weekends):

Vehicle Type	Contact
MSU Motor Pool Vehicle <i>or</i> Department Owned Vehicle	MSU Operator: 517-355-1855

### REPAIR/TOWING:

- All repairs must be approved by the MSU Service Garage prior to the completion of the work.
- The Transportation Services Office or your Department/College will inform you where the vehicle is to be towed (i.e., nearest dealership, gas station, etc.). Be certain to obtain the name, address, and phone number of the business where the vehicle is towed. Before the vehicle is towed/abandoned, remove all important documents, credit cards, property/equipment and personal items.

Vehicle Type	Costs
MSU Motor Pool Vehicle	Request the repair shop/towing company to bill the MSU Service Garage. <i>or</i> If personal funds need to be used, submit a reimbursement request to the MSU Transportation Services Office when returning the vehicle.
Department Owned Vehicle	Request the repair shop/towing company to bill the MSU Service Garage or your MSU Department or College. <i>or</i> If personal funds need to be used (up to \$500), submit a reimbursement request to your department as soon as possible.

[SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION]